# **Project Information**

Review and edit the project information and contact information for the project director. To change the name or email of your project director, contact your program officer for assistance.

* Required fields	
Name:	
Title:	
Street: *	
Street 2:	
City:	
State:	Select one
Postal code:	·
Phone:	
Fax:	
Email: Web address:	
Home institution: Project title: *	
World area: Program officer:	0
	These items are populated from your fellows' information.  Languages *
	■ Countries *
	■ Disciplines *
	Save and Continue

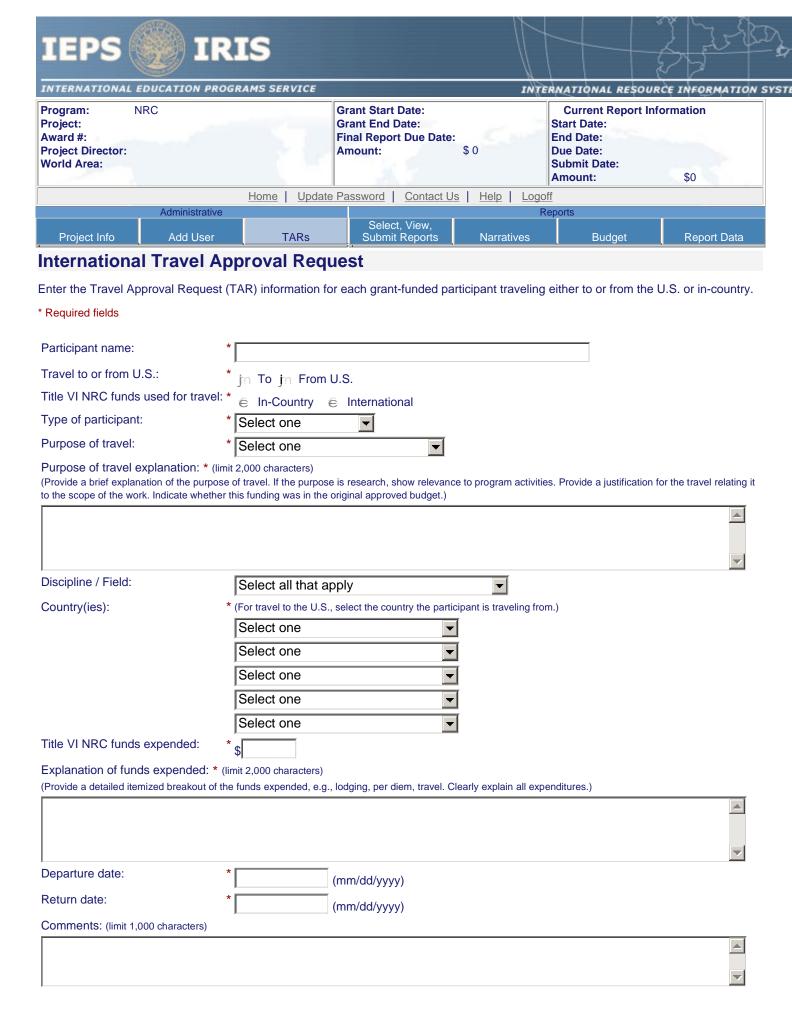
NTERNATIONA	L EDUCATION PROGR	AMS SERVICE		INTE	RNATIONAL RESOU	RCE INFORMATIO
Program: Project: Award #: Project Director: Vorld Area:	NRC	G	Grant Start Date: Grant End Date: Final Report Due Date: Amount: \$ 0		Current Report In Start Date: End Date: Due Date: Submit Date: Amount:	formation \$0
		Home   Update P	Password Contact U	s   <u>Help</u>   <u>Logo</u>	<u>ff</u>	
	Administrative			R	eports	
Project Info	Add User	TARs	Select, View, Submit Reports	Narratives	Budget	Report Data

To add a user with permission to edit reports for this project, enter the person's first name, last name and email address. Please check if the user is your assistant/associate director, language coordinator, or outreach coordinator. The system will email login information to each added user.

To remove a user, clear the fields and click "Save."

* Required fields First Name *	Last Name *	Title	Phone	Email *	Check all that apply
					e asst/assoc director
		-,			e language coordinator
					e outreach coordinator
					asst/assoc director
	,	,		,	e language coordinator
					e outreach coordinator
					e asst/assoc director
	,			,	e language coordinator
					e outreach coordinator
		Save			

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### Participant's Departure Itinerary

Departure Date (mm/dd/yyyy)		Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number

### Participant's Return Itinerary

Departure Date (mm/dd/yyyy)		Arrival Date (mm/dd/yyyy)	To City	To State or Country	Airline and Flight Number

Save and Add Another TAR Save and Return to List Submit to IEPS

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### Required field

(limit 10,500 characters and spaces)



**Save and Continue** 

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# **Adjustments to Project**

For any planned activity that was scheduled to take place during the current reporting period, but did not, explain the circumstances. Indicate whether the activity will be rescheduled or if and how grant monies will be reprogrammed.

### Required field

(limit 5,000 characters and spaces)

Save

**Save and Continue** 

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Identify and describe any exemplary activities that took place during the current reporting period as a result of having the grant.

### Required field

(limit 5,000 characters and spaces)

Save Save and Continue

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International Education Programs Service
U.S. Department of Education
Office of Postsecondary Education
1990 K Street, N.W., Washington, DC 20006-8521
Phone: (202) 502-7700

### Required field

(limit 4,000 characters and spaces)

Save

**Save and Continue** 

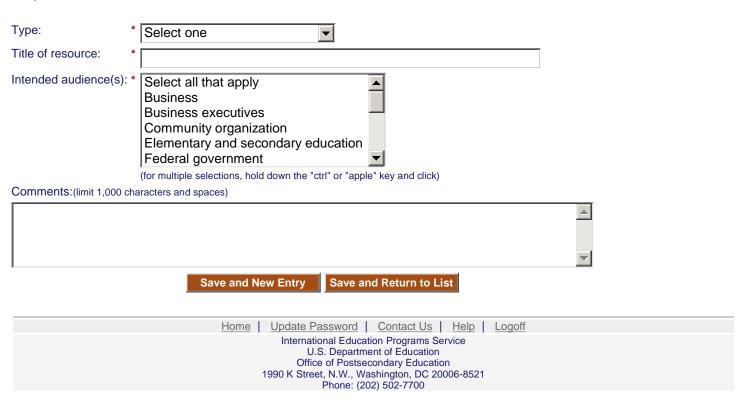
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### **Development of Instructional Resources**

Enter information for each instructional resource developed during the current reporting period with support from Title VI NRC funds.

\* Required fields



# **Program Graduates - Bachelor's Degrees Earned by Discipline**

Program graduates are defined as all degree recipients who have accumulated a minimum of 15 semester credit hours or the equivalent from courses related to the center's program during their study for that degree. Do not include first- or second-year language courses in French, German, Italian or Spanish in the credit hour count.

- Select each major discipline and enter the number of NRC program bachelor's degree graduates in that discipline.
- Include students who graduated between September 2006 and August 2007.
- · Count each student only once.
- Click the "Save" button to redisplay the page with additional blank records, if needed.
- The total will be automatically calculated.
- The total degrees on this screen must be the same as the total bachelor degree placements on the Placements screen.

	Discipline		Number of Students who Earned Degree
Select one		•	0
Select one			0
Select one			0
Select one		•	0
Select one		•	0
Select one			0
Select one		▼	0
Select one		▼	0
Select one		▼	0
Select one		▼	0
Select one		▼	0
Select one		▼	0
Select one		•	0
		Total:	0

ń	

Save

Home | Update Password | Contact Us | Help | Logoff

Save and Continue

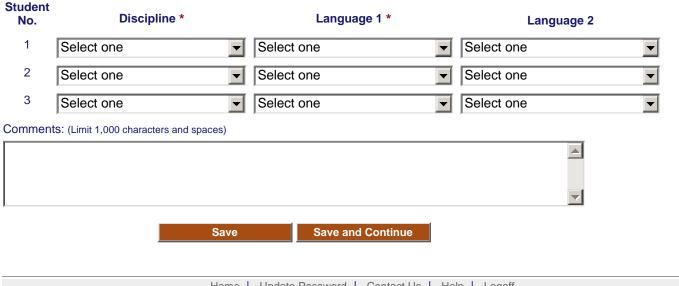
# **Program Graduates - Master's Degrees Earned**

A program graduate is defined as a degree recipient who has accumulated a minimum of 15 semester credit hours or the equivalent from courses related to the center's program (excluding first and second-year language courses in French, German, Italian and Spanish) during his or her study for that degree.

- For each master's degree graduate, select the discipline and foreign languages of study.
- Include students who graduated between September 2006 and August 2007.
- The total degrees on this screen must be the same as the total master's degree placements on the Placements screen.

Enter the number of records to display (one for each student) and press the "Tab" key:

\* Required fields



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# **Program Graduates - Doctoral Degrees Earned**

A program graduate is defined as a degree recipient who has accumulated a minimum of 15 semester credit hours or the equivalent (excluding first and second-year language courses in French, German, Italian and Spanish) from courses related to the center's program during his or her study for that degree.

- For each doctoral degree graduate, select the discipline and foreign languages of study.
- Include students who graduated between and.
- The total degrees on this screen must be the same as the total doctoral degree placements on the Placements screen.

Enter the number of records to display (one for each student) and press the "Tab" key:

#### \* Required fields

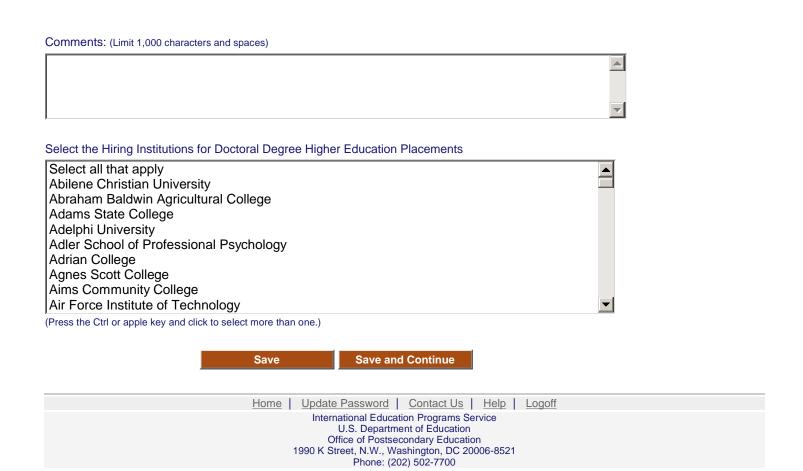


### **Program Graduate Placements**

A program graduate is defined as a degree recipient who has accumulated a minimum of 15 semester credit hours or the equivalent (excluding first and second-year language courses in French, German, Italian and Spanish) from courses related to the center's program during his or her study for that degree.

- Enter the number of bachelor's, master's and doctoral degree recipients placed in the sectors listed.
- Graduates who are out of the job market are considered unemployed.
- Include students who graduated between September 2006 and August 2007.
- Totals will be automatically calculated.
- The total number of placements must equal the total number of graduates from the degree pages.

Sector	Bachelor's	Master's	Doctorates
Elementary or secondary education	0	0	0
Federal government	0	0	0
Foreign government	0	0	0
Graduate study	0	0	0
Higher education	0	0	0
International organization (in U.S.)	0	0	0
International organization (outside U.S.)	0	0	0
Private sector (for profit)	0	0	0
Private sector (non-profit)	0	0	0
State or local government	0	0	0
Unemployed or out of job market	0	0	0
Unknown	0	0	0
U.S. military	0	0	0
Total Students Placed			
Total Students Awarded Degrees		0	0



### **Outreach Activities**

Enter information for each outreach or professional development activity conducted during the current reporting period for which Title VI NRC funds were expended.

\* Required fields

Title of activity: (limit 500 characters and spaces)	*
Target audience(s):	* Select all that apply Business Business executives Community organization
	Elementary and secondary education  (for multiple selections, hold down the "ctrl" or "apple" key and click)
Presenter(s):	Select all that apply Doctoral student Faculty of other institution Grant Project Director Independent Consultants
For broadcast events, select type:	Select one 🔻
Broadcast event audience scope:	Select one 🔻
City:	*
State:	Select one
Country:	* Select one
Dates of activity:	* From: To: To: mm dd yyyy mm dd yyyy
Total number of attendees:	* (Attendees are not required for broadcast events.)
Number of student attendees:	
Number of educator attendees:	
Language(s) addressed:	

	Select all that apply		
	Abron		
	Achinese (Achenese)		
	Acholi		
	Afar		
	I		
	Afrikaans		
	Aja-Gbe		
	Akan		
	Akkadian		
	Albanian		
	(for multiple selections, hold down the "ctrl" or "apple" key	u and aliak)	
A attivity and a second	(for multiple selections, floid down the cut of apple key	/ and click)	
Activity outcomes: (limit 1,000 characters and spaces)			
(IIIIII 1,000 characters and spaces)			
D ( ()			
Partner(s):			_
(limit 1,000 characters and spaces)			
_			
Comments:			
(limit 1,000 characters and spaces)			
			-1
	]		
	0 10 5		
	Save and New Entry Save and Return	n to List	

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### **Outreach Defaults**

Enter default values to pre-populate new outreach activities.



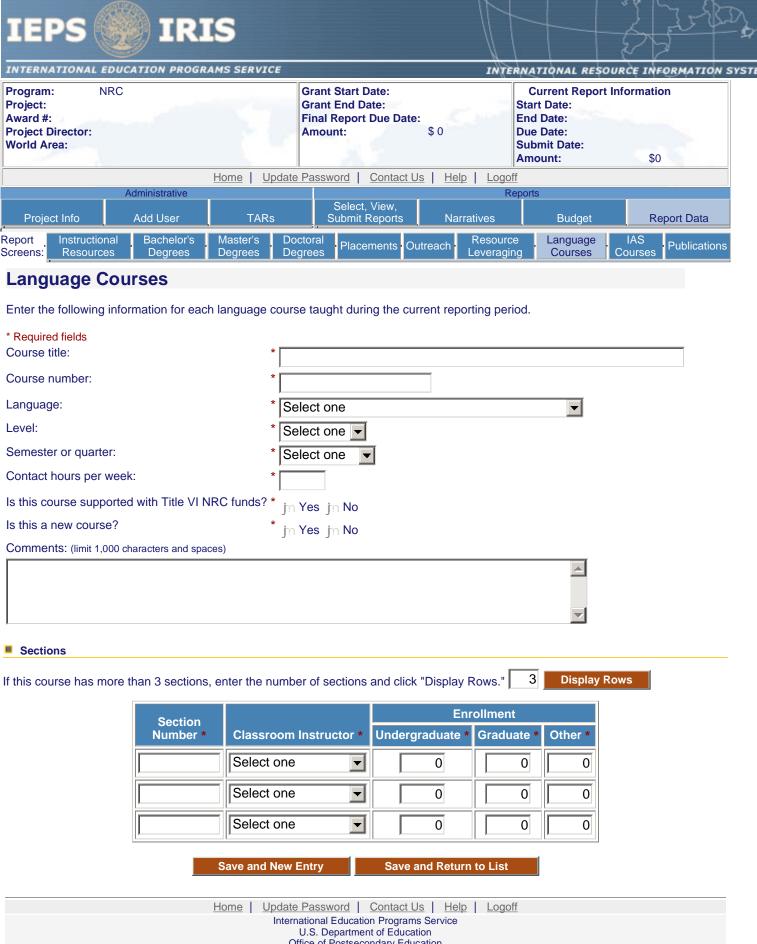
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## Resource Leveraging

For each category or activity conducted during the current reporting period, enter the amount that each funding source provided. The first column should include only funds from the Title VI NRC grant. The second column should include institutional funds and the last column should include funds from all other sources. If a specific category, activity or source of funding does not apply, enter the number 0 (zero). Totals will be automatically calculated.

### \* Required fields

	Title VI NRC	Institutional Funds	Other Funds	Total
Outreach	0	0	0	0
Commonly Taught Language Instruction (Chinese, French, German, Italian, Japanese, Russian, Spanish)	0	0	0	0
Less Commonly Taught Language Instruction	0	0	0	0
Area Studies Instruction	0	0	0	0
Total Language And Area Studies Instruction				
Other	0	0	0	0
Total	0	0	0	0
Number of external grants and contracts relevant to the obtained during the reporting period (exclude FLAS fel		Total of the	/alue se grants *	
Faculty-obtained:		\$		
Student-obtained:		\$		
How has the Title VI NRC grant helped the NRC to obt (e.g. university commitment money, other in-kind support or tenur			0 characters)	
Sa	VA I	Save and Con	tinue	



Uploading course records imports course records from a pre-formatted Excel spreadsheet directly into the system.

### Instructions to Upload Course Records

Step 1: Download the pre-formatted Excel spreadsheet for this screen.

- 1. Click Download preformatted language course spreadsheet to save a copy of the spreadsheet to your desktop.
- 2. You must use Microsoft Excel to enter data into the downloaded spreadsheet.
- 3. If you are unable to read the downloaded spreadsheet file or if you are unable to view the drop-down lists (such as for languages), contact the help desk at irisHelpdesk@cbmiweb.com for assistance.

### Step 2: Enter course records into the spreadsheet

#### I. General Information

- If there is a drop-down list for a column, it will say so on the second line. You must use the dropdowns for these columns. Select the most appropriate choice from the list. To display the drop-down options for a field, click on the cell and then on the arrow that appears to the right of the cell. You will see the possible selections for that field and may select only from those values.
- For Language and Classroom Instructor columns, if the list doesn't have the appropriate value, enter the other value into the "other" column.
- You may use the copy and paste function whenever the same information must be entered many times.
- If the value you enter in a field exceeds the maximum specified, the value will be cut off at that point.
- Save and backup your copy of this file in your records frequently.
- No more than 1000 course records can be uploaded from one spreadsheet.

### II. Specifics for Language Course Records:

Course Title: Enter the title of the course as listed in your institution's course catalog.

Course Number: Enter the number of the course as listed in your institution's course catalog.

**Language:** Select the language taught in the course from the drop-down list. If the language is not the list, enter the language into the "Other" column.

**Level:** Select the level of the course at the institution by choosing from the drop-down list.

Semester/Quarter: Select the semester or quarter in which the course was given from the drop-down list.

Contact Hours/Week: Enter the number of classroom contact hours per week.

Is course supported with Title VI monies?: If this course was supported with Title VI NRC funds, select "yes," otherwise "no."

Is course a new offering?: If the course wasn't previously offered at your institution, select "yes," otherwise "no."

Comments: Enter any further information you would like included with this course record. Limit 1000 characters.

#### Course sections

**Create a record for each section of a course.** If only one section was offered, only one record is needed. If five sections were offered, then five course records should be entered — one for each section.

Section: Indicate the number of the section from your institution's course catalog.

**Classroom Instructor:** Select the type of the instructor for this section from the drop-down list. If the correct type is not on the drop-down list, enter the type into the other instructor column.

Enrollment: The total number of enrolled undergraduate, graduate and other student enrollment in this section of the course must be

greater than zero. Zero should be entered if a student type does not apply.

### Step 3: Uploading the spreadsheet

- 1. After you have entered all of your courses and sections, in Excel, save the spreadsheet as a **CSV** type by clicking on "Save As" and selecting Save as type "CSV (Common delimited)".
- 2. Return to this screen and click the "Browse..." button below. The File Upload window shows files available on your computer. Find your CSV file and click on it, then click the "Open" button.
- 3. Please be sure you are uploading the course spreadsheet for language courses.
- 4. After a file is selected, click the "Upload Course Records" button. Click "OK" when asked to confirm that you would like this filed to be uploaded.
- 5. The system reviews all the data while uploading. If the records upload successfully, the Language Courses page will display with a list of your courses and a message telling you how many records were loaded.
- 6. If there are 3 or more blank records in a row on the spreadsheet, the load will stop at that point.
- 7. If any records could not be uploaded, a list of the problematic records by row and column will display. Fix the problems on the spreadsheet and repeat Step 3.

Records from a spreadsheet are saved only if there are no problematic course records. No partial uploads will occur.

Upload Course Records:	
	Browse
Upload Course Records	
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International Education Programs Service U.S. Department of Education Office of Postsecondary Education 1990 K Street, N.W., Washington, DC 20006-8521	



### **International and Area Studies Courses**

An international and area studies course is defined as a course having at least 25% international content. Enter the following information for each international and area studies course taught during the current reporting period.

* Required fields							
Course title:		*					
Course number:		*					
Semester or quarter:		*	Select one	<b>—</b>			
Contact hours per week:		*					
Discipline(s):		*	Select all the Accounting Agriculture Anthropolog Archaeology (for multiple sele	у	ctrl" or "apple" ke	ey and click)	
Is this course supported	with Title VI NRC	funds? *	jm Yes jm N	0			
Is this a new course?		*	jm Yes jm N	0			
Nature of enhancements (Required if course is not new			Select one		·	<b>▼</b>	
Degree program this cou	ırse applies to:		Select one		•		
Comments: (limit 1,000 cha	aracters and spaces)	)					
■ Sections						<b>A</b>	
If this course has more th	nan 3 sections, e	nter the numb	per of sections	and click "Display F	Rows." 3	Display	Rows
	Section Number	Classroom	Instructor *	Enr Undergraduate *	ollment Graduate *	Other *	
		Select one		0	0	0	
		Select one	. 🔻	0	0	0	
		Select one		0	0	0	

0

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Uploading course records imports course records from a pre-formatted Excel spreadsheet directly into the system.

### **Instructions to Upload Course Records**

Step 1: Download the pre-formatted Excel spreadsheet for this screen.

- Click Download preformatted IAS course spreadsheet to save a copy of the spreadsheet to your desktop.
- 2. You must use Microsoft Excel to enter data into the downloaded spreadsheet.
- 3. If you are unable to read the downloaded spreadsheet file or if you are unable to view the drop-down lists (such as for disciplines), contact the help desk at irisHelpdesk@cbmiweb.com for assistance.

### Step 2: Enter course records into the spreadsheet

#### I. General Information

- If there is a drop-down list for a column, it will say so on the second line. You must use the dropdowns for these columns. Select the most appropriate choice from the list. To display the drop-down options for a field, click on the cell and then on the arrow that appears to the right of the cell. You will see the possible selections for that field and may select only from those values.
- In the Discipline, Nature of Revisions, Degree, and Classroom Instructor columns, if the list doesn't have the appropriate value, enter the other value into the "other" column.
- You may use the copy and paste function whenever the same information must be entered many times.
- If the value you enter in a field exceeds the maximum specified, the value will be cut off at that point.
- Save and backup your copy of this file in your records frequently.
- No more than 1000 course records can be uploaded from one spreadsheet.

#### II. Specifics for IAS Course Records:

Course Title: Enter the title of the course as listed in your institution's course catalog.

Course Number: Enter the number of the course as listed in your institution's course catalog.

Semester/Quarter: Select the semester or quarter in which the course was given from the drop-down list.

Contact Hours: Enter the number of classroom contact hours per week.

**Discipline:** In each course record, select at least one discipline as listed in your institution's course catalog. Three disciplines can be specified for each course in the disciplines columns. If a discipline is not in the drop-down, enter that discipline in the "Other Discipline" column. If a course has more than three disciplines, specify additional disciplines in the "Other Discipline" column as well.

Is course supported with Title VI monies?: If this course was supported with Title VI NRC funds, select "yes," otherwise "no."

Is course a new offering?: If the course wasn't previously offered at your institution, select "yes," otherwise "no."

**Nature of Revisions/Enhancements:** If the course has been previously offered at your institution, select the type of revision or enhancement to the course, if any, from the drop-down list. If the revision/enhancement is not on the drop-down list, enter that revision in the "Other Revision" column.

If this course can be applied toward a professional or pre-professional program: If the course can be used to meet requirements for achieving a professional degree at your institution, select the professional degree program from the drop-down list. If the program is not on the drop-down list, enter the program in the "Other Program" column.

Comments: Enter any further information you would like included with this course record. Limit 1000 characters.

#### **Course sections**

Create a record for each section of a course. If only one section was offered, only one record is needed. If five sections were offered, then five course records should be entered — one for each section.

**Section:** Indicate the number of the section from your institution's course catalog.

**Classroom Instructor:** Select the type of the instructor for this section from the drop-down list. If the correct type is not on the drop-down list, enter the type into the other instructor column.

**Enrollment:** The total number of enrolled undergraduate, graduate and other student enrollment in this section of the course must be greater than zero. Zero should be entered if a student type does not apply.

#### Step 3: Uploading the spreadsheet

- 1. After you have entered all of your courses and sections, in Excel, save the spreadsheet as a **CSV** type by clicking on "Save As" and selecting Save as type "CSV (Common delimited)".
- 2. Return to this screen and click the "Browse..." button below. The File Upload window shows files available on your computer. Find your CSV file and click on it, then click the "Open" button.
- 3. Please be sure you are uploading the course spreadsheet for IAS courses.
- 4. After a file is selected, click the "Upload Course Records" button. Click "OK" when asked to confirm that you would like this filed to be uploaded.
- 5. The system reviews all the data while uploading. If the records upload successfully, the IAS Courses page will display with a list of your courses and a message telling you how many records were loaded.
- 6. If there are 3 or more blank records in a row on the spreadsheet, the load will stop at that point.
- 7. If any records could not be uploaded, a list of the problematic records by row and column will display. Fix the problems on the spreadsheet and repeat Step 3.

Records from a spreadsheet are saved only if there are no problematic course records. No partial uploads will occur.

### **Upload Course Records:**

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Authored books:

Conference presentations:

Edited books:

Book chapters:

Refereed journal articles:

Non-refereed journal articles:

Working papers:

Teaching cases:

Other: (please specify)

Comments: (limit 2,000 characters and spaces)

Save

Save and Continue

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IEPS INTERNATIONAL	IRI	S AMS SERVICE		INTER	NATIONAL RESOUR	CE INFORMATION S
Program: Project: Award #: Project Director: World Area:	NRC	Gr Fit	rant Start Date: rant End Date: nal Report Due Date nount:	: \$0	Current Report Inf Start Date: End Date: Due Date: Submit Date: Amount:	
		Home   Update Pa	assword   Contact U	ls   Help   Logoff		
	Administrative			Re	ports	
Project Info	Add User	TARs	Select, View, Submit Reports	Narratives	Budget	Report Data

# **Budget**

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from through . Totals will be automatically calculated.

\* Required fields

Budget Category	Title VI NRC Funds Spent in the Current Reporting Period			
Personnel	\$ 0			
Fringe Benefits	\$ 0			
Travel	\$ 0			
Equipment	\$ 0			
Supplies	\$ 0			
Contractual	\$ 0			
Other	\$ 0			
Total Direct Costs	\$ 0			
Total Indirect Costs (may not exceed 8% of direct costs)	\$ 0			
Total Budget	\$ 0			

Comments: (limit 1,000 characters and	spaces)				
					_
]					<u> </u>
Budget attachment: * Excel spreadsh (Note: The file must have a .xls extension					dget period.
				Browse	
(Click the "Browse" button to attach an eattached to this report. Uploading a docur				and select the budge	et file. Only one spreadsheet may be
	Sav	ve	Save and Cor	ntinue	
	Home Update	Password	Contact Us   He	elp Logoff	

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Program: Project: Award #: Project Director: World Area:	NRC	G	rant Start Date: Frant End Date: Inal Report Due Date mount:	9:	Current Report In Start Date: End Date: Due Date: Submit Date: Amount: \$0	formation
		Home   Update Pa	assword   Contact L	Is   Help   Logoff		
	Administrative			Rep	oorts	
Project Info	Add User	TARs	Select, View, Submit Reports	Narratives	Budget	Report Data

# **Budget**

For each category, enter the amount of Title VI NRC funds expended during the current reporting period. Report on expenditures from through. Totals will be automatically calculated. Budget numbers submitted on your spring report may be updated here. This will not change what was submitted on your spring report.

Budget Category	Title VI NRC Funds Reported on the Spring Report	Title VI NRC Funds Spent in the Spring Reporting Period		Title VI NRC Funds Spent in the Current Reporting Period	
Personnel	\$ 0	\$	0	\$	0
Fringe Benefits	\$ 0	\$	0	\$	0
Travel	\$ 0	\$	0	\$	0
Equipment	\$ 0	\$	0	\$	0
Supplies	\$ 0	\$	0	\$	0
Contractual	\$ 0	\$	0	\$	0
Other	\$ 0	\$	0	\$	0
Total Direct Costs	\$ 0	\$	0	\$	0
Total Indirect Costs (may not exceed 8% of direct costs)	\$ 0	\$	0	\$	0
Total Budget	\$ 0	\$	0	\$	0

			<u></u>	,	
Comments: (limit 1,0	000 characters and spaces)				
	t: * Excel spreadsheet only. Attach a spre ave a .xls extension and may not contain a		aracters: -:/\*?"<>		dget period.
	outton to attach an electronic copy of the p		prompted, locate and se		ly one spreadsheet may be
	5	Save	Save and Continue		
	<u>Home</u>   <u>Upda</u>	ate Password   Cor	ntact Us Help	Logoff	